

Child Employment and Entertainment Team

Tel: 0330 222 8384

[childemployment.entertainmentteam@westsussex.gov.uk](mailto:childemployment.entertainmentteam@westsussex.gov.uk)

Pupil Entitlement:  
Investigations  
County Hall North  
Chart way  
Horsham  
West Sussex  
RH12 1XH



## Body of Persons licence

(Guidance for the organisation)

### Payment

No child (Nor anyone else on their behalf) must receive payment for any performance, other than expenses.

### Education

Children who are part of a Body of Persons are not individually licensed therefore they are not allowed to take time off from their education for a performance. For this reason, no child must perform or rehearse at a time when they should be in school.

### Place of performance

All performances must be within the jurisdiction of the local authority to whom the Body of Persons has applied to for a licence.

### Supervision

All children must be chaperoned by either their own parent/s or a licensed chaperone with a regulatory requirement of a ratio of at least 1 chaperone to 12 children.

Good Practice recommends that a male and a female chaperone is available to enable gender issues to be accommodated. Sufficient chaperones must be available to enable the children to be supervised **at all times**.

NB: unless the parent is a licensed chaperone, they cannot chaperone other children.

### Number of performances

A child cannot take part in a rehearsal or a performance on more than 6 days in any period of 7 days.

### Information/records to be retained

A record must be kept by the Body of Persons applicant on each child's performance, for 6 months after the last performance of each production, for inspection if called upon.

## Licence restrictions

| Topic   | Age 0 to 4  | Age 5 to 8   | Age 9 and over   |
|---|---|--|--|
| Maximum number of hours at place of performance or rehearsal (Reg.22)             | 5 hours   | 8 hours  | 9.5 hours  |
| Earliest and latest permitted times at place of performance or rehearsal (Reg.21) | 7am to 10pm   | 7am to 11pm  | 7am to 11pm  |
| Maximum period of continuous performance or rehearsal (Reg.22)                    | 30 minutes  | 2.5 hours  | 2.5 hours  |
| Maximum total hours of performance or rehearsal (Reg.22)                          | 2 hours   | 3 hours  | 5 hours  |
| Minimum intervals for meals and rest (Reg.23)                                     | Any breaks must be for a minimum of 15 minutes. If at the place of performance or rehearsal for more than 4 hours, breaks must include at least one 45-minute meal break. | If present at the place of performance or rehearsal for more than 4 hours but less than 8 hours, they must have one meal break of 45 minutes and at least one break of 15 minutes<br><br>If present at the place of performance or rehearsal for 8 hours or more, they must have the breaks stated above plus another break of 15 minutes. | If present at the place of performance or rehearsal for more than 4 hours but less than 8 hours, they must have one meal break of 45 minutes and at least one break of 15 minutes<br><br>If present at the place of performance or rehearsal for 8 hours or more, they must have the breaks stated above plus another break of 15 minutes. |
| Education (Reg.13)  | N/A   | 3 hours per day (maximum of 5 hours per day). 15 hours per week, taught only on school days. Minimum of 6 hours in a week if aggregating over 4-week period or less.   | 3 hours per day (maximum of 5 hours per day). 15 hours per week, taught only on school days. Minimum of 6 hours in a week if aggregating over 4-week period or less.   |
| Minimum break between performances (Reg.23)                                       | 1 hour 30 minutes   | 1 hour 30 minutes  | 1 hour 30 minutes  |
| Maximum consecutive days to take part in performance or rehearsal (Reg.26)        | 6 days  | 6 days   | 6 days   |

**Note: Local authorities should take note of Regulation 5 that allows the licensing authority to further restrict these permitted hours, breaks etc. and place additional conditions on the licence if this would be in the best interests of the individual child.**